

# DEPARTMENT OF THE ARMY HEADQUARTERS, UNITED STATES ARMY GARRISON BLDG 237, B AVE, P.O. Box 105021 FORT IRWIN, CA 92310-5000

**IMNT-ZA** 

APR 1 4 2014

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison, Fort Irwin and the National Training Center, Policy Letter #11, Nannies Employed on the Installation

1. PURPOSE: To ensure the well being and safety of children receiving childcare by a Nanny in Family housing on the Fort Irwin, CA Installation.

# 2. AUTHORITY:

- a. USAG Policy #4 for approved exception to policy (ETP) for a non-dependent to reside in Family housing
  - b. USAG SOP for processing ETPs
  - c. American Council of Nanny Schools, www.americancouncilofnannyschools.com
  - d. www.nannyanswers.com/topics.htm

#### PROCEDURES:

- a. Prospective Nanny will apply for a commercial solicitation permit through Family and MWR, Financial Management, Bldg. 1317.
  - b. Required training will be conducted by FCC at no cost.
- c. FMWR Financial Management Staff will verify that all additional requirements have been met, maintain a file with corroboration of compliance and issue a letter for the Garrison Commander's approval.

#### 4. RESPONSIBILITIES:

#### a. PARENT:

1) Apply for an approved exception to policy through the Housing Office for the Nanny to reside in the home. Approval of an exception to policy to have a Nanny live in post housing is contingent upon the individual making the request agreeing to consent to no notice inspections, including inspection of the living quarters of the house, to ensure that the Nanny has his/her own Quarters as well as consenting to inspect all documentation required to establish that the Nanny meets the conditions to be a Nanny.

SUBJECT: United States Army Garrison, Fort Irwin and the National Training Center Policy #11 for Nannies Employed on the Installation

- 2) Ensure the Nanny has background clearances.
- 3) Verify eligibility to work in the United States. This can be done though viewing her passport or some combination of documents such as her Social Security card, driver's license, birth certificate, passport, green card or work permit. If she doesn't have any of these documents, she isn't supposed to be employed in this country.
- 4) Negotiate a contract for services approved by MWR. The contract should state income to be paid and services to be rendered. The Parent is responsible for paying Social Security and Medicare taxes for the nanny. Sample contract is at Appendix A.

## b. NANNY:

- 1) Education and Training: Requirements range from a high school diploma, a national Child Development Associate (CDA) credential to community college courses or a college degree in early childhood education.
- 2) Within 6 weeks of being allowed/authorized to provide Nanny services or as soon as the next FCC Certification classes are available, show proof of taking the following classes:
  - a) Special Needs ( ½ hour)
  - b) USDA (3 hours)
  - c) Infant Feeding class (2 hours)
  - d) Safety (1 1/2 hour)
  - e) Medication/Communicable Diseases/ Blood Borne Pathogens (3 hours)
  - f) Adult, Child & Infant CPR (3 ½ hours)
  - g) First Aid (2 hours)
  - h) Food Handlers (1 hour)
  - i) Menus (2 hours)
  - j) Child Growth & Development (1 hour)
  - k) Nutrition (1 hour)

SUBJECT: United States Army Garrison, Fort Irwin and the National Training Center Policy #11 for Nannies Employed on the Installation

- I) Child Guidance/Child Abuse (2 ½ hours)
- m) Stress Management (1 hour)
- n) SIDS/ Tummy Time/ Shaken Baby (1 hour)
- o) Fire/Earthquake Safety (2 hours)
- p) Parent & Public Relations (1 hour)
- 3) Provide copies of background clearances.
- 4) Provide a medical clearance with a PPD test.
- 5) Have medical insurance.
- 6) If the Nanny is going to drive on Post, she must possess a valid driver's license and auto insurance.
- 7) Sign a contract with a parent stating wages, hours of employment, personal/sick days, tax information, etc.
  - c. Family Housing:
- 1) Ensure the Military sponsor has applied for an Exception to Policy (ETP) approval according to the guidelines of USAG Policy #4 for a non-dependent to reside in Family housing.
  - 2) Process the Exception to Policy according to the USAG SOP.
- 5. Ensure the Family housing unit has the appropriate space for the Nanny if residing in the home of the Sponsor or process exception to policy according to USAG Policy.
- 6. The proponent for this policy is the Family and Morale, Welfare and Recreation Financial Management Division at 760-380-3348, or Family Child Care program at 760-380-3502.

JONATHAN P. BRAGA

Commanding

SUBJECT: United States Army Garrison, Fort Irwin and the National Training Center Policy #11 for Nannies Employed on the Installation

# APPENDIX A: Sample Nanny Contract

This	contract, exe	cuted on	DATE	, between	
	<u>EMP</u>	MPLOYEE		_ and , has the followir	ng terms of employment:
1. <b>S</b>	TART DATE				
Empl party	oyee will star elects to terr	rt employme minate the r	ent on elationship	DATE a with 30 days notice.	nd continue until either
2. <b>W</b>	ORKSITE A	DDRESS			
Work	will be perfo	rmed at		WORKSITE ADDRES	<u>s</u> .
3. <b>W</b>	ORK SCHE	DULE			
The f possi	following repr ble and prov	esents a tyl ide as much	oical sched n notice as	ule. Employer will limit f possible.	fluctuations as much as
	□Sat	Begin: am/pm		End: am/pm	Daily Hours
	□Sun	Begin: am/pm		End: am/pm	Daily Hours
	□Mon	Begin: am/pm	*****	End: am/pm	Daily Hours
	□Tue	Begin: am/pm		End: am/pm	Daily Hours
	□Wed	Begin: am/pm		End: am/pm	Daily Hours
	□ Thurs	Begin: am/pm		End: am/pm	Daily Hours
	□Fri	Begin: am/pm		End: am/pm	Daily Hours
				To	otal Weekly Hours

SUBJECT: United States Army Garrison, Fort Irwin and the National Training Center Policy #11 for Nannies Employed on the Installation

	4	JOB	RES	SPO	NS	IBII	LITIES
--	---	-----	-----	-----	----	------	--------

	ependent Care. The name elow.	and date of birth (DOB) of each dependent is listed
_	NAME	DOB
	NAME	DOB
_	NAME	<u>DOB</u>

A specific list of tasks, timelines and instructions are attached in the Nanny Rules and Daily Schedule.

## 5. COMPENSATION

Regular rate of pay = \$	per hour
+ Overtime rate of pay = \$	per hour (for more than 40 hours in a week)
Total compensation = \$	per week
Wages will be paid:	□Weekly (Every Friday)
rva.gee viiii ve peiisii	□Bi-Weekly (Every Other Friday or 26 times per year)

Fair Labor Standards Act Notes: With very few exceptions, domestic employees are classified as "non-exempt" (protected) workers, which entitles them to pay for every hour they work at a rate that may not be less than the federal, state and, if applicable, local minimum wage rate. Additionally, overtime (time-and-a-half) must be paid for each hour over 40 in a 7-day workweek.

## MILEAGE AND GENERAL EXPENSES

Any miles driven while on the job using the employee's car will be reimbursed at the IRS Mileage Reimbursement Rate, which covers the cost of gasoline as well as general wear and tear on the car. Employee will maintain a mileage log and submit to employer for reimbursement at the end of the pay period.

All other pre-approved, work-related expenses will be reimbursed at cost. Employee will keep all receipts and submit to employer for reimbursement at the end of the pay period.

# TAX-ADVANTAGED BENEFITS

In addition to the wages stated above, employer will contribute to the following employee expenses. These amounts are considered "non-taxable" compensation (up to

the limits noted below), meaning neither employer nor employee will pay any taxes on this portion of the compensation (check any that apply):								
☐ Health insurance at \$ per month								
☐ Public transpor	tation at \$	per month (up to \$245*/month)						
☐ Parking at \$	☐ Parking at \$ per month (up to \$245*/month)							
☐ College tuition	at \$ pe	er month (up to \$5,250* per year)						
☐ Mobile phone s	service at \$	per month						
<b>Tax-Advantaged Benefits Notes:</b> Families are generally not required by law to provide these benefits. They are additional perks that can be discussed between the family and nanny.								
6. PAID TIME OFF Employee will receive the following paid time off: □Family Sick Leave ( hours per year) week(s) notice is requested for any appointments, etc. which may cause the employee to miss work. □Vacation ( hours per year). Employee will provide vacation request at least week(s) in advance. (See Nanny Rules for how this vacation will be determined)								
off. However, there ar	re exceptions in som employers who offe	ally not required by law to provide paid time e areas, such as: r paid vacation to allow unused accrued hours						
7. <b>HOLIDAYS</b> Employer will provide	the following PAID I	Holidays (check any that apply):						
□New Year's	Day □Martin	Luther King, Jr.'s Birthday						
□President's	Day □Memor	ial Day						
□July 4 <sup>th</sup>	□Labor [	Эау						
□Thanksgivir	ng Day   □Christn	nas Day						
<u> </u>								

SUBJECT: United States Army Garrison, Fort Irwin and the National Training Center

Policy #11 for Nannies Employed on the Installation

IMNT-ZA

Employer will also provide the following **UNPAID** holidays (check any that apply):

SUBJECT: United States Army Garrison, Fort Irwin and the National Training Center Policy #11 for Nannies Employed on the Installation

□New Year's Day	□Martin Luther King, Jr.'s Birthday
□President's Day	□Memorial Day
□July 4 <sup>th</sup>	□Labor Day
□Thanksgiving Day	□Christmas Day
<u> </u>	

Holiday Pay Note: Families are not required by law to provide paid holidays.

# 8. TAX WITHHOLDING/REPORTING

Employee will complete Form I-9 (available at www.uscis.gov/forms) and provide the required documentation verifying employment eligibility within three days of hiring. Employer will withhold the required Social Security and Medicare taxes from the employee's pay, along with income taxes per the employee's instructions on Form W-4 and all other applicable state taxes.

All tax withholdings will be remitted to the state and federal tax agencies on or before the household employment tax deadlines. In addition, employer will match the employee's Social Security and Medicare contributions and make contributions to the state and federal unemployment insurance funds on behalf of the employee. Employer will provide employee with Form W-2 (available at www.irs.gov/Forms-&-Pubs) at the end of the year (by January 31).

Employer will report employee's earnings to the Social Security Administration so that employee receives appropriate retirement benefits.

## 9. CONFIDENTIALITY

Employee understands that any and all private information obtained about the employers or their dependents during the course of employment, including but not limited to medical, financial, legal, and career, are strictly confidential and may not be disclosed to any third party for any reason.

### 10. GROUNDS FOR TERMINATION

The following are grounds for immediate termination:

- o Allowing the safety of the dependent(s) to be compromised
- Inconsistent or non-performance of agreed-upon job responsibilities
- Concerning issues in background checks
- Dishonesty
- Stealing

SUBJECT: United States Army Garrison, Fort Irwin and the National Training Center Policy #11 for Nannies Employed on the Installation

<ul><li>Brea</li><li>Pers</li></ul>	use of family automobile uch of confidentiality clause uistent absenteeism or tardiness							
<ul><li>Unapproved guests</li><li>Smoking or consumption of alcohol while on duty</li></ul>								
	of an illegal drug ruse of cell phone while on duty or while driving							
11. <b>Soc</b> i	ial Media Policy							
pictures also not	ee understands that no information about his/her location, plans for the day, or of the children should be shared on any social media network. Employee will tell strangers to the family (i.e. nanny's friends) where she is spending the day, he family has authorized.							
Upon th	ses and Reviews The first 90-days, the Employee will have an initial review with the family to check- The first 90-days, the Employee will have an initial review with the family to check- The family							
- Albania								
raises, l Labor S	ses and Reviews Notes: Families are not required to give nannies annual but it is a common practice. Start with the rate of inflation (check the Bureau of statistics website for the Consumer Price Index, www.bls.gov/cpi/) and then add the two and five percentage points based on performance.							
a. E	Employer hereby agrees to be fully bound by the terms of this contract.							
Employ	er Signature:							
Printed	Name:							
Date:								

IMN I - ZA	ı	М	N	T-	7	Α
------------	---	---	---	----	---	---

SUBJECT: United States Army Garrison, Fort Irwin and the National Training Center Policy #11 for Nannies Employed on the Installation

b.	<b>Employe</b>	ee hereby	agrees t	to be	fully	bound k	by the	terms	of this	contract.
----	----------------	-----------	----------	-------	-------	---------	--------	-------	---------	-----------

Employee Signa	ature:	 	
Printed Name:			
i ililed Ivallie.		 	 
Date:			